

**ELA AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting
September 18, 2012**

1. BUDGET AND APPROPRIATION HEARING

A. Call to Order

At 6:00 p.m. President Shaw called the hearing to order.

Trustees physically present: Blank, Jackson, Shaw, Stachowiak

Trustees absent: Burger, Caudill, Whiting

Staff present: Executive Director Womack, Assistant Director Duff, G. Traudt,
S. Haase, A. Belden

B. Hearing

No Public Comment.

C. Adjourn

At 6:01 p.m. it was unanimously agreed by all Trustees present "TO
ADJOURN."

2. REGULAR MEETING - CALL TO ORDER

At 6:02 p.m. President Shaw called the Regular Meeting to order.

3. ROLL CALL

Trustees physically present: Blank, Jackson, Shaw, Stachowiak

Trustees absent: Burger, Whiting, Caudill

Staff present: Executive Director Womack, Assistant Director Duff, G. Traudt,
S. Haase, A. Belden

4. ADJUSTMENTS TO THE AGENDA

A. Item 15. NEW BUSINESS – A. Budget and Appropriation Ordinance (Document), B. Per Capita Grant and IPLAR Update, C. Discussion of Refunding Bond Sale and D. Discussion of 2011-2012 Audit has been moved to before **5. PUBLIC COMMENT.**

15. NEW BUSINESS

A. Budget and Appropriation Ordinance (Document)

Trustee Blank moved:

"TO APPROVE ORDINANCE NO. 12-09-01 COMBINED ANNUAL BUDGET AND APPROPRIATION ORDINANCE FOR LIBRARY PURPOSES FOR THE FISCAL YEAR 2012/2013."

Vice President Stachowiak seconded the motion and it carried on a roll call vote.

AYES: 4 Blank, Jackson, Shaw, Stachowiak

ABSTAIN: 1 Whiting

ABSENT: 2 Burger, Caudill

Trustee Whiting arrived at 6:06 p.m. during the motion to approve the Budget and Appropriations Ordinance.

B. Per Capita Grant and IPLAR Update

The Per Capita Grant and IPLAR reports will be reviewed at the October Board Meeting.

C. Discussion of Refunding Bond Sale

Executive Director Womack provided the Board members with information on the Refunding Bond Sale. The interest savings on the refinancing is \$637,000.

D. Discussion of 2011-2012 Audit

An Independent Auditor's Report including Financial Statements Year Ended June 30, 2012 prepared by McClure Inserra was passed out to the Board members. Vice President Stachowiak moved:

"TO APPROVE THE 2011-2012 AUDIT STATEMENTS PREPARED BY MCCLURE INSERRA AS PRESENTED."

Trustee Whiting seconded the motion and it carried on a roll call vote.

AYES: 5 Blank, Jackson, Shaw, Stachowiak, Whiting

ABSTAIN: 1 Caudill

ABSENT: 1 Burger

Trustee Caudill arrived at 6:17 p.m. during the motion for the 2011-2012 Audit.

5. PUBLIC COMMENT

None.

6. PRESIDENT'S REPORT

No report.

7. VICE PRESIDENT'S REPORT

No report.

8. SECRETARY'S REPORT

A. Approval of the Minutes of the Regular Meeting 7/17/12

Trustee Blank moved:

"TO APPROVE THE MINUTES OF THE REGULAR MEETING 7/17/12 AS PRESENTED."

Vice President Stachowiak seconded the motion and it carried on a roll call vote.

AYES: 6 Burger, Blank, Caudill, Jackson, Shaw, Stachowiak, Whiting

ABSENT: 1 Burger

B. Approval of the Minutes of the Special Meeting 8/21/12

President Shaw moved:

"TO APPROVE THE MINUTES OF THE SPECIAL MEETING 8/21/12 AS PRESENTED."

Vice President Stachowiak seconded the motion and it carried on a roll call vote.

AYES: 6 Blank, Caudill, Jackson, Shaw, Stachowiak, Whiting

ABSENT: 1 Burger

9. TREASURER'S REPORT

A. July 2012

B. August 2012

Trustee Blank moved:

“TO APPROVE THE JULY 2012 AND AUGUST 2012 EXPENDITURES AS AUTHORIZED WITH THE BALANCE OF THE REPORT TO BE FILED FOR AUDIT.”

Vice President Stachowiak seconded the motion and it carried on a roll call vote.

AYES: 6 Blank, Caudill, Jackson, Shaw, Stachowiak, Whiting

ABSENT: 1 Burger

10. CORRESPONDENCE AND COMMUNICATIONS

The Communications folder was made available for all Trustees to review.

11. EXECUTIVE DIRECTOR'S REPORT

A. July Report

B. August Report

- Many staff members participated in the Virtual Conference sponsored by the American Library Association.
- Two new staff members were hired to fill vacancies open from recent promotions.
- The Library had 2 author visits (Jennifer Weiner and Debbie Macomber) that were co-sponsored with the Lake Forest Bookstore.
- The Ela Library app is now available and allows users to search the catalog, access your account, find and checkout eBooks, register for a program, find events and much more.
- Executive Director Womack presented Kick Starter as an alternative to funding from grants for special projects.
- The Open Meetings Act training is required for Trustees to complete by December, 2012.

C. 2011-2012 Annual Report

A copy of the 2011-2012 Annual Report was given to each Board member.

President Shaw left the meeting at 6:58 p.m.

Vice President Stachowiak assumed the leadership of the balance of the meeting.

12. STANDING COMMITTEE REPORTS

No Reports.

13. SPECIAL COMMITTEE REPORTS

No Reports.

14. UNFINISHED BUSINESS

A. Discussion of Strategic Planning and Contract Approval for Consultant

Executive Director Womack and the Board discussed the upcoming Strategic Planning.

Trustee Jackson moved:

“TO APPROVE THE CONTRACT WITH DONNA FLETCHER FOR HER ROLE IN THE STRATEGIC PLAN IN THE AMOUNT OF \$29,750 PLUS INCIDENTALS NOT TO EXCEED A TOTAL OF \$36,000.”

Trustee Blank seconded the motion and it carried on a roll call vote.

AYES: 5 Blank, Caudill, Jackson, Stachowiak, Whiting

ABSENT: 2 Burger, Shaw

16. A. EXECUTIVE SESSION FOR THE DISCUSSION OF PERSONNEL MATTERS 5ILCS 120/2(c)(1)

None.

B. EXECUTIVE SESSION FOR THE DISCUSSION OF PENDING, PROBABLE, OR IMMINENT LITIGATION AS ALLOWED BY 5 ILCS 120/2(c)(11)

At 8:15 p.m. Trustee Blank moved:

“TO GO INTO EXECUTIVE SESSION FOR THE DISCUSSION OF PENDING, PROBABLE, OR IMMINENT LITIGATION AS ALLOWED BY 5 ILCS 120/2(c)(11).”

Trustee Whiting seconded the motion and it carried on a roll call vote.

AYES: 5 Blank, Caudill, Jackson, Stachowiak, Whiting

ABSENT: 2 Burger, Shaw

At 8:38 p.m. Vice President Stachowiak called the Regular Meeting back to order.

PRESENT: 5 Blank, Caudill, Jackson, Stachowiak, Whiting

ABSENT: 2 Burger, Shaw

17. ADJOURNMENT

At 8:39 Trustee Blank moved:

“TO ADJOURN.”

Trustee Caudill seconded the motion.

The motion was unanimously agreed by all Trustees present.

Cindy Blank, Secretary

Approved at the next Regular Meeting of October 16, 2012

Chris Stachowiak, President Pro Tem